

**CITY OF CINCINNATI - GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Water Works		Comptrollers Office	91-001	Accounts Payable Balance Listing	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-002	Accounts Receivable Schedule	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-003	Accounts Receivable Schedule - I.D. Bills	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-004	Bank Reconciliation - Draft Account	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-005	Budget Control Reports - Revenue and Expenses	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-006	Cash Book	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-007	Cash Receipt Reports	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-008	Cashier Journal Entry (Recap record of Daily Payments Received)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-009	Contracts (Excluding Construction Contracts)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-010	Classified Expense Report	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-011	County Street Permits (Street Opening Permits with Hamilton County)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-012	Detail Entry Reports	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-013	Disbursement Register	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-014	Encumbrance Report	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-015	Fund Trial Balance Report - Finance	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-016	I.D. Bills (Bills to other City Agencies)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-017	Labor Distribution Reports (Cost Accounting Labor)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-018	Monthly Accounting Transaction Report	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-019	Municipal Garage Billing Listing	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-020	Payroll Time Card	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-021	Prepaid Postage (Usage and Balance Slips from Post Office)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-022	Purchase Orders	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-023	Requisitions	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-024	Service Branch Report	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-025	Stores Reports (Charge outs from Storekeepers)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-026	Stores Report List & Balancing Sheets	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-027	Subsidiary Ledger	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-028	Telecommunication Billing Listing	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.

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Water Works		Comptrollers Office	91-029	Voucher (Excluding Capital Purchases)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-030	Voucher Registers	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-031	Work-In-Progress Listing - Annual	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-032	Microfilm of Items 91-001 thru 91-031	6 Years & Audit	Microfilm	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-033	Backup Logs - P.C.	6 Years & Audit	Computer	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-034	Backup Tapes - P.C.	6 Years & Audit	Computer	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-035	Budget Working Papers	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-036	Construction/Meter Material Inventory Sheets	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-037	Correspondence (General Letters & Memos)	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-038	Statement of Balances	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-039	Statistical Reports	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-040	Plant (Fixed Asset) Listing - Annual	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-041	Plant (Fixed Asset) Transaction	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-042	Annual Financial Report	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-043	Auditor's Report (State Auditor)	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-044	Construction Contracts (Items to become Part of Plant)	15 Years	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-045	General Ledger	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-046	Job Folder (All paperwork of construction Jobs Plant Accounted)	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-047	Journal Vouchers	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-048	Operating Expense Report	10 Years	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-049	Payroll Attendance Card (Record of Attendance, Vacation, & Sick Leave for Employees)	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-050	Plant (Fixed Asset) Disposals	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-051	Plant Record Sheets	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-052	Property Vouchers	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-053	Water Main Extension Payments (Contribution to Plant)	Permanent	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-054	Ordinance - Water Works	Until Superseded	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-055	Vendor List	Until Superseded	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-056	Reporting Category Listings	Until Superseded	Paper	05/09/1991	Winterhalter, F.D.
Water Works		Comptrollers Office	91-057	Job Order Status Report	Until Superseded	Paper	05/09/1991	Winterhalter, F.D.
Water Works	Administration	Comptroller Section	83-1	Accounts Payable Balance Listing	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-2	Accounts Receivable Schedule	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.

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Water Works	Administration	Comptroller Section	83-3	Accounts Receivable Schedule - I.D. Bills	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-4	Annual Budget (Department Budget)	6 Years	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-5	Annual Report (For this department)	Permanent	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-6	Auditor's Report (State Auditor's Report)	Permanent	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-7	Cash Disbursement Register	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-8	Cash Receipts Book	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-9	Cashier Journal Entry (Record of Daily Payments Received)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-10	City Bulletins (Accounting Copy)	1 Year	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-11	Contracts (Excluding Construction Contracts)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-12	Construction Contracts (Items to become part of Plant)	25 Years	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-13	Classified Expense Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-14	Correspondence (General Letters and Memos)	6 Years	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-15	County Street Permits (Street Opening permits with Hamilton County)	6 Years	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-16	Detail of Charges (Daily Charges)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-17	Detail of Payments (Daily Cash Receipts)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-18	Detail Entry Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-19	Encumbrance Report	6 Years	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-20	General Ledger	Permanent	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-21	ID Bills (Bills to other City agencies)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-22	Job Folder (All paperwork of construction jobs - Plant accounted)	Permanent	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-23	Journal Vouchers	Permanent	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-24	Labor Distribution (Cost Accounting Labor)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-25	Monthly Accounting Transaction Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-26	Municipal Garage Billing Listing	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-27	Operating Expense Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-28	Payroll Attendance Card (Record of Attendance, Vacation, & Sick Leave for Employees)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-29	Payroll Attendance Record	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.

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Water Works	Administration	Comptroller Section	83-30	Payroll Register	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-31	Personnel Change Forms (Form 14-S)	2 Years	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-32	Prepaid Postage (Usage and Balance Slips from Post Office)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-33	Purchase Orders	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-34	Requisitions	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-35	Service Branch Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-36	Statement of Balances	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-37	Statistical Reports	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-38	Stores Reports (Charge Outs from Storekeeper)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-39	Stores Report List	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-40	Subsidiary Ledger	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-41	Vouchers	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-42	Property Vouchers	Permanent	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-43	Voucher Register	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Administration	Comptroller Section	83-44	Water Main Extension Payments (Contribution to Plant)	Permanent	Paper	11/09/1983	Lienesch, Frank K.
Water Works	Commercial Division		80-1	Accounts Receivable-Sundries	3 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-2	Annual Trial Balance (Open Accounts Receivable Cards)	3 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-3	Bad Check Files	Until paid and audited	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-4	Cashier Journal Entries (recap. of all 5 cashier forms, copies sent to Treasurer's Office.)	5 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-5	Cash Reports (cashiers' daily sheets)	3 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-6	Charge Sheets	6 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-7	Checks and Check Stubs	After Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-7 A	Checks and Check Stubs	6 Years	Microfilm	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-8	Correspondence File	Review Annually for disposal	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-9	Credit and Reference Memos	Until refund is made + Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-10	Finals (Final bill for moving customers)	3 Months	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-10 A	Finals (Final bill for moving customers)	6 Years	Microfilm	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-11	Irregular Payment Sheets (over and under payment)	Until cleared and audited.	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-12	Journal Entries (journal voucher sheet, duplicate in Comptroller's Office)	6 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.

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Water Works	Commercial Division		80-13	Meter Reading Cards	1 year	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-13 A	Meter Reading Cards	6 Years	Microfilm	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-14	Paid File Cards (accounts receivable file)	3 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-15	Payment Coupons	Until paid and audited	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-16	Payment Report	6 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.
Water Works	Commercial Division		80-17	Register of Billing	6 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.
Greater Cincinnati Water Works	Fleet Services		86-1	Payroll - Daily Employee Time Cards	Permanent	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-2	Payroll Attendance Reports, Payroll Registers, Time Sheets and Leave Forms	Permanent	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-3	Claim Vouchers (original copy in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-4	Vendors Invoices (Primary copies)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-5	Pool Car Tickets - copy sent to agency	3 Years	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-6	Fuel transaction reports for city fleet	3 Years	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-7	Fuel card request form	3 Years	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-8	Master Vehicle Usage Log - form used at automated fuel pumps when vehicles identification card is damaged or lost and emergency fuel is needed.	3 Years	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-9	Record of Manual Fuel Disbursements a) Regular Gasoline, b) Unleaded Gasoline, c) Diesel Fuel, 2) Non-Fuel Disbursements	3 Years	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-10	Fuel Inventory Report - form used weekly by automated and manual fuel stations to report their inventory of fuel and oils	3 Years	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-11	Parts Requisitions - basis for agency billing for parts used	3 Years	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-12	Repair Orders: a) White Copy - sent to office to establish account for charges to agency b) Yellow Copy - sent to office when job completed. File in equipment folder.	1 Year when equipment disposed of	Paper	11/01/2005	Schwab, James, Jr.

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Greater Cincinnati Water Works	Fleet Services		86-13	Expense Orders - Pink copy filed in office after items received and charged to agency.	3 Years	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-14	Purchasing Agent Contracts	5 Years after expiration	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-15	Purchase Orders	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-16	Requisitions (original in Purchasing Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-17	Accident Files	2 Years, provided no action pending	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-18	Inventory Records	Until superceded, provided audited	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-19	Cash Receipt Schedules (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-20	Payroll Journal Book	Permanent	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-21	Accounts Receivable Invoices & Reports (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-22	Interdepartmental Settlement Voucher Report (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.
Greater Cincinnati Water Works	Fleet Services		86-23	Vendors Price Lists	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.